

POLICY 24. PATROL STATION TEMPORARY HOLDING FACILITIES

A. Overview

1. Each Department's station and substation has an area for processing prisoners before they are booked or released. The following stations are considered law enforcement temporary holding facilities per the Board of Corrections and must comply with Title 15, Division 1, Chapter 1, Subchapter 4, Section 1010(d) and (f)(minimum standards for temporary holding facilities).

4S Ranch	Julian	Ramona
Alpine	Lakeside	Rancho San Diego
Borrego Springs	Lemon Grove	Santee
Boulevard	North Coastal	San Marcos
Fallbrook	Poway	Valley Center
Imperial Beach	Pine Valley	

2. The following locations do not have holding facilities (holding cells). They are not considered a temporary holding facility and thus are not held to the same Title 15 requirements; however, these facilities will use Title 15 as a guideline for processing prisoners when practical.

Campo	Vista	Warner Springs
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B. Title 15 facility-specific policies

1. Each Department temporary holding facility shall develop and maintain a facility-specific policy to ensure compliance with Title 15. The Division of Inspectional Services will review these policies on an annual basis to ensure compliance with current guidelines. The policies should be updated as necessary.

C. Compliance with Title 15 standards

1. In accordance with Title 15 Article 2, Section 1010(d) and (f), temporary holding facilities must comply with the following:
 - a. 1012 - Emergency Suspensions of Standards or Requirements
 1. The station commander has the authority to temporarily suspend any of the following standards or requirements herein, in the event of an emergency which threatens the safety of the facility, inmates, staff, or public. If the suspension lasts longer than three days, the facility administrator shall notify the Board of Corrections in writing. Suspensions

lasting for more than 15 days require approval of the chairperson of the Board.

b. 1024 - Temporary Holding Facility Training

1. Deputies who are responsible for custody of prisoners at the patrol station shall complete 8 hours of specialized training within 6 months of assignment to include applicable minimum jail standards, jail operations liability, prisoner segregation, emergency procedures and planning, fire and life safety, and suicide prevention. Core training or supplemental Core training, pursuant to 1020, Corrections Officer Core Course may be substituted for the initial 8 hours of training.
2. After the initial 8 hours of training, deputies shall complete an additional 8 hours of related training every two years. A record of this training will be kept in the station training files.

c. 1027 - Number of Personnel

1. At minimum there will be at least one deputy on duty, who is immediately available and accessible to a prisoner in a station holding facility. The deputy will have CPR and First Aid certification per Penal Code 13518. The deputy will be responsible for checking the well-being of the prisoner every 15 minutes. The safety check will be done by direct visual observation (not through the lens of a camera or a video screen). It is necessary to see the prisoner breathing. The check will be documented on a holding cell checklist log (SO-60).
2. Whenever one or more female inmates are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females.

d. 1028 - Fire and Life Safety Staff

1. All station personnel will be familiar with the location of fire suppression devices, with emergency evacuation plans and emergency response plans. Whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the Corrections Standards Authority for general fire and life safety.

e. 1029 - Policy and Procedures Manual

1. The San Diego County Sheriff's Department has a Policy and Procedures Manual, Field Operations Manual, Detention Facility Services Policy and Procedures and Emergency Operations Manual, and Patrol Station Manuals.

2. A manual for Temporary Holding Facilities is required and shall provide for, but not be limited to, the following:
 - Multiple internal ways for inmates to privately report sexual abuse and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,
 - A method for uninvolved inmates, family, community members, and other interested third-parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.
- f. 1030 – Suicide Prevention Program
 1. The facility shall have a comprehensive written suicide prevention program developed by the facility administrator, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those inmates who present a suicide risk. The program shall include the following:
 - Suicide prevention training for all staff that have direct contact with inmates.
 - Screening for suicide risk immediately upon intake.
 - Communication among arresting/transporting officers, facility staff, medical and mental health personnel regarding suicide risk.
 - Supervision depending on level of suicide risk.
 - Policies and procedures regarding suicide attempts and suicide intervention.
 - Provisions for reporting suicides and suicide attempts.
 - Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator.
- g. 1032 - Fire Suppression Preplanning
 1. Pursuant to Penal Code Section 6031.1(b), station commanders shall consult with the local fire department having jurisdiction over the facility to develop a plan for fire suppression and evacuation.
- h. 1044 - Incident Reports
 1. See the following Department Policy and Procedure Sections:

3.25 - Threats of Physical Harm

6.1 - Liability Prevention -Threats of Violence

6.48 - Physical Force

6.71 - Crime Case Reports

i. 1046 - In-Custody Death

1. Upon an in-custody death, the following procedure must be adhered to:

a. The Communications Center will be notified

b. The Communications Center will notify the affected captain or station commander

c. Notify the Division of Inspectional Services, except for a hospital death where death was expected due to a medical condition or illness

j. 1050 - Classification Plan

1. Male and female prisoners are kept separate

2. Adult and juvenile prisoners are kept separate

3. Prisoners with suspected communicable diseases are kept separate

4. Developmentally disabled inmates are kept separate

5. Prisoners who have demonstrated a propensity for violence are kept separate

k. 1051 - Communicable Diseases

1. Any prisoner, who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease is not to be held at a patrol station, in order to limit the exposure to other personnel. The prisoner should be transported to the appropriate medical facility or detention facility. The transporting deputy should take the necessary precautions to limit his/her exposure to the affected person with utilizing the appropriate safety equipment.

l. 1052 - Mentally Disordered Prisoners

1. See the following Department Policy and Procedure Sections:

6.32 - Mentally Ill Persons

6.113 – PERT

m. 1053 - Administrative Segregation

1. Administrative segregation will be used to accomplish protective custody in instances when the prisoner requests it, for the safety and security of prisoners or staff, to ensure safe operations, or if there is reason to believe such custody is warranted (members of rival gangs, predators separated from those likely to be victimized, etc.).

n. 1057 - Developmentally Disabled Inmates

1. Developmental disabilities may be due to an intellectual disability, cerebral palsy, autism or a combination of handicaps. Regardless of the cause, prisoners who have, or are suspected of having, developmental disabilities should be separated from other prisoners to prevent their being victimized by potential predators.

o. 1058 - Use of Restraint Devices

1. This section does not apply to the use of handcuffs, shackles or other restraint devices when used to restrain prisoners for security reasons.
2. This section is for “four-point restraint” on a “gurney” table or restraining chair. Refer to Detention Facility Services Manual of Policies and Procedures I.93.

p. 1058.5 – Restraints and Pregnant Inmates

1. Upon confirmation of a female prisoner's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant prisoners.
2. A prisoner, known to be pregnant or in recovery after delivery, shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
3. The known pregnant prisoner shall not be restrained by the wrists, ankles, or both unless deemed necessary for safety and security during labor, delivery, or during recovery after delivery. Restraints shall be removed when requested by a medical professional.

q. 1067 - Access to Telephone

1. Immediately upon being booked, and, except where physically impossible, no later than three hours after arrest, an arrested person has the right to make at least three completed telephone calls (851.5(a)(1) PC). If the prisoner is a custodial parent with responsibility

of a minor child, they have the right to two additional telephone calls for the purpose of arranging for the care of the minor child(ren). This information shall be on a sign, clearly visible to prisoners, printed with the information from sections 851.5(a) and (c) PC.

- r. 1068 - Access to the Courts and Counsel
 - 1. Prisoners have a constitutional right to legal representation. Patrol station attorney visits will be handled on an individual case basis.
- s. 1080-1084 - Plan for Inmate Discipline
 - 1. Deputies shall not discipline any prisoners in their custody.
- t. 1143- 1151 – Care of Juveniles in Temporary Custody
 - 1. See Department Policy and Procedure Section 6.3
- u. 1200 – Responsibility for Health Care Services
 - 1. Appropriate medical and psychiatric services will be provided based upon a prisoner's signs and symptoms, and health care questionnaire responses. Deputies should be observant of the prisoner's condition and seek immediate medical attention if warranted.
- v. 1207 - Medical Receiving Screening
 - 1. As soon as practical, after taking person(s) into custody, the arresting deputy will complete a prisoner holding cell checklist (SO-60) for all prisoners detained within the station regardless of whether they are a minor or adult. They will ask and record the responses to a series of health care questions. They will indicate the date and time the checklist was completed, as well as writing (legibly) their name and ARJIS number in the space provided. Appropriate medical and psychiatric services will be provided based on the arrestee's responses. Deputies should be observant of the prisoner's condition and seek immediate medical attention if warranted.
 - 2. Prisoners will be allowed to retain prosthetic devices unless the arresting deputy has probable cause to believe possession of such orthopedic or prosthetic appliance constitutes an immediate risk of bodily harm to themselves, any person in the facility, or threatens the security of the facility. If a prisoner is deprived such an appliance, it must be returned as soon as the circumstances justifying its removal cease to exist. (Penal Code §2656)
 - 3. Formal medical screening will be done at the receiving detention facility, and performed by licensed health care staff, or by trained facility staff.

w. 1209 – Mental Health Services

1. If a prisoner is detained within the station and the arresting deputy determines the prisoner is a danger to themselves or others, or is gravely disabled the prisoner should be transported to the Emergency Psychiatric Unit (EPU) for the staff to assess the prisoner prior to being booked. Evaluation at any other mental health facility will not be adequate as detention facilities cannot follow orders written outside of the EPU. If it becomes necessary to place the prisoner into a station holding facility, the prisoner shall be constantly monitored.

x. 1212 - Vermin Control

1. Those persons arrested who are suspected or identified as being infested with vermin shall be isolated and not housed with prisoners, not so infested.

y. 1213 - Detoxification Treatment

1. If a prisoner is undergoing drug or alcohol withdrawal reactions such as profuse sweating, body tremors, anxiety, agitation, hallucinations, watery eyes, runny nose, etc., the prisoner shall be immediately transported to a hospital or other medical facility for medical treatment.

z. 1218 - Inmate Deaths

1. See the following Department Policy and Procedure Sections:

6.33 - Major Crimes-Primary Responders

6.39 - Death Scenes

6.61 - Homicide Detail Case Responsibility

7.3 - Media/Public Information

aa. 1220 - First Aid Kit(s)

1. First aid kits will be readily available in the holding cell area of each temporary holding facility and be replenished as needed.

bb. 1240 – 1241 - Frequency of Serving / Minimum Diet

1. Patrol stations do not provide regularly scheduled food services. For prisoners held for extended periods of time in any holding facility, they must be supplied a meal every 8 hours until removed from the facility for transport or release.

cc. 1243 - Food Manager

1. Food managers are not assigned at patrol stations.
- dd. 1246 - Food Serving
1. On rare occasions it may be necessary to request meals from a detention facility or purchase meals from a local food establishment for prisoners.
- ee. 1280 - Facility Sanitation, Safety and Maintenance
1. See the following references:

Department Policy and Procedure Section 1.8 - Facility Appearance and Maintenance

Patrol Procedures Manual Section 5 - Patrol Station Administration and Operation

Juvenile Detention Procedures: See Department P&P Section 6.3

Reference: California Code of Regulations (CCR), Title 15 - Minimum Standards For Local Detention Facilities